

**CONFIDENTIAL**

My dear Commandant:

Thank you for the courtesies extended to Mr. Amory, Mr. \_\_\_\_\_, and Mr. \_\_\_\_\_ during their (dates) visit to your college. Mr. Amory and I would be most appreciative if you would spot check your faculty and student body reactions to the instruction which was presented. Specifically:

- a. Did it serve the purposes which you desire?
- b. Was the objective of the presentation made clear and was that objective accomplished to your satisfaction and the satisfaction of your faculty?
- c. Your suggestions as to how it might be improved: strong points; weak points; suggested improvements; longer, shorter.
- d. Was there any aspect of the methods and manner of presentation that should be invited to the attention of the speakers?
- e. Were questions answered to the satisfaction of the student body, the faculty, and yourself?
- f. Did you and the class feel this instruction was essential to their needs?
- g. Would you prefer something else? Your suggestions, please.

Sincerely,

Matthew Baird  
Director of Training

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